

JOB INFORMATION

Effective Date	5/30/2023
Job Code:	3566
Job Title:	Coordinator, Student Conduct
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Student Development
Job Family:	Student Conduct & Advocacy
Job Summary	The Coordinator for Student Conduct will provide intentional support surrounding student behavior and conduct. Will serve as a hearing officer, adjudicate student conduct cases, co-lead and coordinate the Student Conduct Hearing Board, and assist the CARE Team as needed. This position will manage Maxient cases and daily workflow, triage student conduct complaints and concerns, and provide campus-wide marketing, programming, and trainings. This position is classified as a responsible employee (mandatory Title IX reporter) and a Campus Security Authority (mandatory crime reporter).

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Degree in Higher Education, College Student Personnel, or related field.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum one to three years of related work experience in student affairs, student conduct, and/or housing and residential life.	Required	
Considerable	Work experience in Student Affairs, Student Behavior and/or Conduct.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	

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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of Higher Education and Student Affairs principles, policies, and processes.	Basic
• Knowledge of student conduct as well as students' rights and responsibilities.	Skilled
• Skills in utilizing student conduct software, specifically Maxient.	Skilled
• Skills in Microsoft Office, specifically Word, Excel, PowerPoint, and Outlook.	Basic
• Ability to maintain integrity and confidentiality of student behavior/conduct records.	Skilled
• Ability to compile, manage, and communicate highly confidential information.	Skilled
• Ability to display crisis management and critical thinking skills.	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Serve as a student conduct hearing officer, which consists of case adjudication, maintaining student confidentiality (FERPA), etc.	25%
• Co-manage student conduct software (Maxient), conduct cases and workflow, and reporting.	25%
• Triage student conduct inquiries, complaints, and concerns.	20%
• Produce campus-wide student conduct marketing, programming, and trainings for students, faculty and staff.	15%
• Co-lead and coordinate the Student Conduct Hearing Board trainings, communication, and board hearings.	5%
• Assist with departmental and divisional initiatives, committees, and campus-wide committees.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description